

Chapter 11 - Reporting

PURPOSE

This chapter is intended to provide system users with an understanding of the reporting options and procedures. Specifically, reporting profile maintenance discussions for the 91 Report Request and 95 Report Distribution profiles are presented and financial reports are discussed.

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Terms

Financial Inquiry
Fund Level
Object Level
Organization Level
Program Level
Special Selection

Accurate reporting of financial data is a key requirement in any organization. Reporting methods must provide financial data that are both current and in a meaningful format. There are three methods used by R★STARS to provide financial data to users. These three methods and other R★STARS reporting features are briefly discussed below.

R★STARS reporting capabilities have been designed to meet the unique needs of governmental agencies. Agencies can request standard reports for different accounting periods at varying levels of detail. To satisfy certain information requirements, special selection criteria options are available. Agencies can also specify the output media on which the report is to be generated, the number of copies needed, and any special delivery instructions.

11.1 91 REPORT REQUEST PROFILE

Each agency may select from various report options depending upon the nature of data being requested and the use of the report. To provide this selection R★STARS utilizes the Report Request profile. The Report Request profile enables the user to customize reports using the following options:

- Time frame
- Classification Level
- Data Selected

The functions and contents of the 91 Report Request profile are described below.

Control Key

The Report Request profile control key consists of an Agency, Requester (a four byte identification assigned by the user), Request Number (normally '01' unless the report is requested more than one way by the same requester) and Report ID (normally DAFR for a financial report followed by the report number).

R★STARS includes listings for most system profiles. These profile listings can be requested using the prefix 'DAFQ' followed by the profile ID with a trailing '0'. For example, the 24 Index Code profile would be requested using the Report ID 'DAFQ0240' and the D11 Agency Object profile would be requested using the Report ID 'DAFQD110'.

The control key uniquely identifies each report request. When a report is generated, the control key for the report request is printed in the top left corner of the report.

Time Frame Information Elements

The time frame options allow the user to select the appropriation and fiscal year, the period and frequency of reports. The Period options allows the selection of current month data (CM), current year data (CY), prior month data (PM), prior year data (PY), or data for a specific month (01-13). The Frequency option allows the selection of a report daily, weekly, monthly, quarterly, yearly or for one specific day. Using the time frame options, the user can control when a report is to be generated and what accounting periods will be included in the report.

Time frame elements include:

- Appropriation Year
- Period
- Fiscal Year
- Frequency

The D64 Report Control profile (see page 11.1-3) defines the valid time frame options for a specific report.

Classification Level Options

The classification structure for R★STARS is highly flexible and recognizes that different users have needs for reports at various levels in the classification structure. In order to accommodate various users' needs, most R★STARS reports allow the user to define one or more levels of the classification structure that will appear on a report.

Classification level options include:

- Organization Level
- Program Level
- Object Level
- Fund Level
- NACUBO Fund Level
- General Ledger Account Level
- Grant Level
- Project Level

For example, many reports may be selected to report at the Fund level (by entering 4 in the Fund Level of Detail Field on the 91 Report Request profile) or at the Appropriated Fund Level (by entering 3 in the Fund Level of Detail field on the 91 Report Request profile). The specific level of detail options available for the standard reports are presented in the exhibit on page 11.1-4. The D64 Report Control profile defines the valid classification level options for a specific report.

Data Selection Options

Because of the large volume of information stored in R★STARS, a user may want to limit a report to a specific fund, comptroller object or other element. A user may also want to limit a report to a range of organization codes, a range of appropriated funds or a range of agency objects. There are data selection options for agency, organization code, program code, NACUBO fund, appropriated fund, fund, comptroller object, agency object, general ledger account and agency general ledger account. Most R★STARS reports will allow the user to

control one or more of the data selection options. The D64 Report Control profile defines the valid data selection options for a specific report.

In addition, Special Select 1 and Special Select 2 may be used for classification element selections or other unique processing options. The instructions for using Special Select 1 and 2 can be found in the 90 Help table using the Report ID as a keyword. An example of the Help screen for Report DAFR7550 is shown below.

S090 2.0	R★STARS ACCOUNTING08/15/94	12:00	PM	LINK	TO:
	NEWS/HELP TABLE			FACS	
ACTIVE					
KEYWORD: DAFR7550 PAGE: 01					
REPORT NAME : APPROPRIATION SUMMARY					
PURPOSE : THIS REPORT CONTAINS CUMULATIVE TO DATE INFORMATION FOR					
APPROPRIATIONS AT A FUND AND OBJECT LEVEL. IT ALLOWS MONITORING					
OF APPROPRIATION SPENDING PATTERNS AT A FUND AND OBJECT LEVEL.					
SORT : AGENCY, APPROPRIATION YEAR, APPROPRIATION NUMBER,					
APPROPRIATED FUND AND OBJECT (DETERMINED BY SPECIAL SELECT 1)					
SPEC SEL 1 : DETERMINES THE OBJECT THAT APPEARS ON THE REPORT:					
C - COMPTROLLER OBJECT					
A - AGENCY OBJECT					
L - OBJECT					
SPEC SEL 2 : NONE					
STATUS CODE: A					
EFF START DATE: 09261990		EFF END DATE:		LAST PROC DATE: 06031992	
Z06 RECORD SUCCESSFULLY RECALLED					
F3-DELETE	F5-NEXT RECORD	F7-PRIOR PAGE	F8-NEXT ERROR	F9-INTERRUPT	
F10-SAVE	F11-SAVE/CLEAR	ENTER-INQUIRE	CLEAR-EXIT		

R★STARS also allows for rounding of financial amounts on certain reports. Rounding can be requested to the nearest whole dollar (W), hundred dollar (H), thousand dollar (T) or million dollar (M). The D64 Report Control profile defines the particular reports for which rounding can be selected. If the Rounding indicator is 'O' or 'R', rounding of financial amounts is allowed and one of the above values may be used in the report request. If the Rounding indicator is 'N', rounding is not allowed for the report.

R★STARS VALID REPORTING LEVEL**Organization
Structure**

0 - None	
1 - Agency Group	(D12)
2 - Agency	(D02)
3 - Level 2	(D03)
4 - Level 3	(D03)
5 - Level 4	(D03)
6 - Level 5	(D03)
7 - Level 6	(D03)
8 - Level 7	(D03)
9 - Level 8	(D03)
A - Level 9	(D03)

**Program
Structure**

0 - None	
1 - Level 1	(D04)
2 - Level 2	(D04)
3 - Level 3	(D04)
4 - Level 4	(D04)
5 - Level 5	(D04)
6 - Level 6	(D04)
7 - Level 7	(D04)
8 - Level 8	(D04)
9 - Level 9	(D04)

**NACUBO
Structure (Not Used in Michigan)**

0 - None	
1 - NACUBO Fund Group	(D17)
2 - NACUBO Fund	(D18)
3 - NACUBO Subfund	(D38)

**Fund
Structure**

0 - None	
1 - GAAP Fund Type	(D21)
2 - GAAP Fund	(D24)
3 - GAAP Subfund	(D68)
Appropriated Fund	(D22)
State Fund Group	(D39)
4 - Fund	(D23)

**Function
Structure**

0 - None	
1 - Function	(D52)
2 - Level 2	(D52)
3 - Level 3	(D52)
4 - Level 4	(D52)
5 - Level 5	(D52)
6 - Level 6	(D52)
7 - Level 7	(D52)
8 - Level 8	(D52)
9 - Level 9	(D52)

**Object
Structure**

0 - None	
1 - GAAP Source/Object	(D08)
2 - Comptroller Source/Group	(D09)
Grant Object	(D48)
GAAP Subclass	(D65)
3 - Comptroller Object	(D10)
4 - Agency Object	(D11)

**General Ledger
Structure**

0 - None	
1 - GAAP GL Account Class	(D14)
2 - GAAP GL Subclass	(D07)
3 - Comptroller GL Account	(D31)
4 - Agency GL Account	(D32)

**Grant
Structure**

0 - None	
1 - Grant Category	(D40)
Grant Type	(D35)
Grantor	(D28)
2 - Grant Number	(D47)
3 - Grant Phase	(29)
4 - Agency Code 1	(D26)

**Project
Structure**

0 - None	
1 - Project Category	(D41)
Project Type	(D06)
Project Group	(D60)
2 - Project Number	(D42)
3 - Project Phase	(27)
4 - Agency Code 2	(D27)

Relationship to Other Tables

All reports requested using the 91 Report Request profile must be set up in the D64 Report Control profile. An example of this screen is provided below. The D64 Report Control profile is centrally maintained and identifies all valid requestable reports, whether reports are requestable centrally or by agencies, and what elements are required, optional or not allowed on each specific report. It also indicates which printer types are appropriate for the report, if the report can be viewed on-line, and if remote printing is available. Input coding instructions for the D64 Report Control profile are provided in the Data Entry Guide, Chapter 5.

```

SD64 2.0                                R★STARS ACCOUNTING                08/15/94 12:00 PM
LINK TO:                                REPORT CONTROL PROFILE                FACS
ACTIVE
REPORT ID: DAFR8920  GENERAL LEDGER FUND DETAIL TRIAL BALANCE
REQUESTABLE IND: 2 (0=NOT, 1=CENTRALLY, 2=REQUESTABLE BY ALL)
PRINT REMOTE IND: Y (Y=YES, N=NO)  PRINTER TYPE: H (L=LOW, M=MEDIUM, H=HIGH)
INTERVAL OPTIONS (R=REQUIRED, O=OPTIONAL, N=NOT ALLOWED)-
  TIMEFRAME -          AP YEAR: N PERIOD: R VIEW ON-LINE: Y (Y=YES, N=NO)
  FREQUENCY - MMDDYY: O DAILY: O WEEKLY: N MONTHLY: O QUARTERLY: N ANNUALLY: N
LEVEL OPTIONS (N=NOT ALLOWED OR LOW AND HIGH VALUE ALLOWED)-
  LOW   - ORG: 2  PROGRAM: N OBJECT: N FUND: 3  NACUBO FUND: N  GL ACCT: 3
  HIGH  - ORG: 2  PROGRAM: N OBJECT: N FUND: 4  NACUBO FUND: N  GL ACCT: 4
SPECIAL SELECTS (R=REQUIRED, O=OPTIONAL, N=NOT ALLOWED)-
          AGENCY: O                ORG CODE: N
          PROGRAM CODE: N          NACUBO FUND: N
          APPROP FUND: O          FUND: O
          COMP OBJECT: N          AGENCY OBJECT: N
          GL ACCT: N              AGENCY GL ACCT: N
          SPECIAL SELECT 1: R      SPECIAL SELECT 2: O
          ROUNDING: N              STATUS CODE: A
EFF START DATE: 08231990  EFF END DATE:          LAST PROC DATE: 10161990
Z06 RECORD SUCCESSFULLY RECALLED

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT

```

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11.2 95 REPORT DISTRIBUTION PROFILE

The Report Distribution (95) profile controls the distribution of reports requested through the 91 Report Request profile. This profile is designed with many user options to provide the flexibility necessary to distribute reports efficiently and on a timely basis. This profile allows a user to:

- Identify the person/organization who will receive the report.
- Describe the report recipient's name, address, telephone, and any delivery instructions.
- Describe the media on which the report will be produced (i.e. hard copy, on-line or microfiche).
- Identify the printer on which the report will be produced.
- Specify the number of copies to be printed.

Standard default Report Distribution profile records can be set up for each agency, and agencies will receive the reports as defined by the default setting. Reports are distributed based on the agency level defaults if there is not a report distribution record specifically established for a report and there is not a requester or report level default.

Requester level defaults are established by agency, by agency personnel. Requester level defaults are used to consistently route reports requested by the same requester. Requester level defaults are used if no specific report distribution record exists for a report and no report level default exists for the requester/report combination.

The function and contents of the 95 Report Distribution profile are described below.

Control Key

The 95 Report Distribution profile control key consists of agency, requester, request number, report ID, and distribution code. The control key uniquely identifies each report distribution record in the system. The agency, requester, request number, and report ID combination must match a report designated in the 91 Report Request profile unless the record is a default routing.

An example of the 95 Report Distribution profile is show on page 11.2-2. The functions and contents of the 95 Report Distribution profile are described in Data Entry Guide, Chapter 6.

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```
S095 VER 2.0          R★STARS ACCOUNTING          08/15/94 12:00 PM
LINK TO:              REPORT DISTRIBUTION PROFILE          FACS

AGENCY:               REQUESTER:               REQUEST NO:      REPORT ID:          DIST CODE:

                        MEDIA TYPE:
                        DEVICE ID:
                        COPIES:

NAME:
ADDRESS 1:
ADDRESS 2:
CITY:
STATE:               ZIP:                      MAIL CODE:
PHONE:
INSTRUCTIONS:

                        STATUS CODE: A
EFF START DATE: 08151994   EFF END DATE:          LAST PROC DATE:

F1-HELP F3-DEL F5-NEXT F9-INT F10-SAVE F11-SAVE/CLEAR ENTER-INQ CLEAR-EXIT
```


11.3 RMDS REPORT PROCESSING

In MAIN FACS, R★STARS reports are established in a batch program. Reports can be established that run at daily, weekly, monthly, or other established intervals, as needed. Only an Agency Report Coordinator can request a report. Reports are viewed and/or printed in RMDS (Report Management and Distribution System). Users with proper RMDS security may view reports on-line in RMDS.

See the R★STARS Report Guide for individual report descriptions and samples.

Anyone with appropriate security has the ability to look up R★STARS (or ADPICS) information on any terminal, without waiting for a report to be run and printed. Most users do not have the ability (security) to look up transactions initiated by another department (e.g., DMB Central billing) that will impact their agency.

Requesting an RMDS Report

Often questions can be answered faster and easier using on-line inquiries. There may be times, however, when a massive amount of data is required and the time to look everything up on-line would exceed the time required to get a printed report. In these instances, standard reports are used. All R★STARS standard reports are put in RMDS, based on parameters established in the R★STARS 95 Profile. Users can then determine which of the standard reports best fits their needs, and access the report on-line via RMDS. When there is no report that meets the user's needs, they may make a request of their Agency Report Coordinator.

A report request must be forwarded from the user to their Agency Report Coordinator. The procedure for forwarding this information to the Coordinator may vary by agency (form, phone call, electronic mail, etc.). When requesting a report, the user must be specific as to the data required. See the R★STARS Report Guide for further information.

Agency Activity – USER

The user decides which reports are needed and identifies them by Report Number. The user must also decide on the frequency at which each report is needed. The user communicates their reporting needs by completing their Agency RMDS Security Request and delivering it to their Agency Report Coordinator.

Agency Activity – AGENCY REPORTS COORDINATOR

The Agency Report Coordinator oversees/maintains Agency print policy (e.g., sets copy limits, determines printer utilization, and determines which reports will be printed). The Agency Report Coordinator also authorizes security for recipients/viewers of reports, inputs User Report Requests, and determines the Agency's need for Microfiche copies of reports.

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The Agency Report Coordinator performs administrative tasks relating to RMDS; such as collecting report security forms from users in the Agency, verifying the validity of the report requests, and forwarding requests to the RMDS Archive Administrator at MAIN.

MAIN Activity – RMDS ARCHIVE ADMINISTRATOR

The RMDS Archive Administrator works with all Agency Report Coordinators to ensure report security forms are complete, accurate, and timely. The RMDS Archive Administrator enters the appropriate data into the RMDS security profiles, based on individual Agency user needs.

RMDS Background Information**RMDS Terminology**

Page	A physical piece of a document which is printed on a separate sheet of paper, not necessarily that which displays on your computer screen (some pages are too big to display on a single screen). RMDS displays a BOTTOM OF PAGE line when the end of a report page has been reached.
Panel	Used in data processing to mean a pre-defined display image that defines locations and characteristics of display fields on a screen.
Report	As used in RMDS, a report is any document that can be printed.
Report Name	The tag or label selected by the author to identify his/her report to RMDS users.
Report Version	A report version is a dated level of a given report. The displayed date and time are the date and time the report was placed in the RMDS library.
Screen	A terminal or workstation on which data is displayed.

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RMDS Function Keys

Function keys let you perform certain functions with one or two keys that could otherwise require typing in an entire command. Commonly set function keys are as follows:

- F1 displays Help information
- F3 exits the current panel
- F6 scrolls one page at a time
- F7 scrolls up (backward)
- F8 scrolls down (forward)
- F10 scrolls left
- F11 scrolls right

Accessing RMDS

To access the RMDS Main Menu, log-in to MAIN FACS. Type 'SMPRMDS' and press <ENTER> to access the RMDS sign-on screen.

Type your User ID and press <TAB>. Type your Password.

You can change your password at any time by typing a new password in the New Password field, and then typing it again in the Verify Password field.

Press <ENTER> to display the RMDS Main Menu.

RMDS can be also accessed via MAP (MAIN Access Panel).

NOTE: Do not try to access RMDS from the MAIN FACS Menu. This method is no longer a valid access path. If you press <F4>, you will see a message indicating that the menu choice is not available.

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RMDS Viewing Options

The RMDS Main Menu lists the options that you are allowed to choose. These options are:

Option 1	DISPLAY A REPORT	Displays the latest version of a report that you entered in the Report Name field. You can display an older version of the report by entering date and time in the report timestamp field
Option 2	SEND REPORT PAGES	Sends a report to a designated printer or remote location. You can send an older version of the report by specifying its date and time in the Report Timestamp field
Option 3	LIST REPORT VERSIONS	Displays a reverse chronological list of the versions of the report you entered in the Report Name field
Option 4	BUILD OR REFRESH REPORT NAMES LIST	Builds and displays an alphabetical list (index) of all reports in the RMDS report library that you are authorized to access (not necessarily able to view
Option 5	DISPLAY CURRENT REPORT NAMES LIST	Displays current alphabetical report names list, starting from the beginning of the list or with report entered in Report Name field
Option 6	SAVE USER DATA	Saves user data entered on the Main Menu, Primary Send panel, and Additional Transfer panel. Also saves current settings for context scroll header (L or S) CAPS
Option 7	EXIT	Exits RMDS
Home		Places the cursor in the Select Option field.

You can access additional screens for any of the listed functions by typing the corresponding letter in the Select Option field at the top of the screen, and pressing <ENTER>.

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In addition to the above options for selecting the report you wish to view from a list, on initial entry to the RMDS Main Menu, you can locate your report by entering the complete report name enclosed in single quotes, in the report name field on the RMDS Main Menu (e.g., 'DAFR8680 271'). Entering a partial report name and selecting '4' will access a list of reports starting with the partial report name entered.

Listing RMDS Reports (Option 4)

Option 4 builds the Reports Names List panel (screen), and displays a list, or index, of reports in alphabetical order beginning with the first report in the RMDS report library. If you choose Option 4 and indicate a report name on the Main Menu, the screen displays a listing beginning with that name or the name closest to it.

For certain reports, the report descriptions displayed on the RMDS Reports Names List panel include the agency number and the requester code from the R★STARS 91 Report Request Profile. This provides a direct path to each agency's reports. RMDS will display multiple descriptions for each report. The report number, agency number, and requester code from the R★STARS 91 Report Request Profile will provide the sort sequence on the Index panel.

If your agency has submitted several individual requests for a report using different requester codes (BUDG.IVST), there will be an RMDS Index Description corresponding to each requester code that was used.

The statewide reports requested by MAIN will be identified using the agency number '000' and the requester code 'GAH' (e.g., DAFR7450 000 GAH MONTHLY REPORT).

Scrolling through the list – Use <F7> to see preceding report names (scroll up/backward), or <F8> to see those that follow (scroll down/forward). Entering 'M' and pressing <F8> will place the cursor to the last report in the list.

The LOCATE Command – To find reports more quickly, type either the word 'LOCATE' or the letter 'L,' followed by the report name on the command line. You do not need to specify the entire report name. For example, to find the first report that starts with 'S,' you could use the following command: 'LOCATE S.'

After finding the report, you can enter one of the following commands in the command (CMD) column of the Index panel, and press <ENTER>.

- 1 - Display the latest version of the report
- 2 - Send the latest version of the report
- 3 - Display a list of the versions of the report

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Building a Partial Report List (Option N)

To expedite the building/displaying of a report listing, limit the search of the report library to a defined report name range. RMDS lets you build a partial list by entering a character string in the List String field. For example, to list all reports that start with DAFR777, perform the following from the Main Menu:

- Type '4' in the Select Option field
- Type 'DAFR777%' in the List String field
- Press <ENTER>

Only reports that begin with DAFR777 will be listed when the Index panel is displayed. If the percent is omitted, the command will not execute, although all reports in the index after DAFR777 will be listed.

Listing Versions of a Report (Option 3)

Option 3 displays a reverse chronological list of all the available levels or versions of the selected report based on the date and time the report version was archived. Report version lists can be accessed from two different environments: the Main Menu and the Index.

From the Main Menu – Type '3' in the Select Option field. Type the desired report name in the Report Name field. Press <ENTER>.

From the Report List – Type '3' in the action column next to desired report. Press <ENTER>.

This screen shows the number of pages in each version and its date and time.

The statewide reports requested by MAIN will be identified using the agency number '000' and the requester code "GAH" (e.g., DAFR7450 000 GAH MONTHLY REPORT).

The RMDS Version panel (Option 3 from the Main Menu) for the statewide DAFR8240 report (DAFR8240 000 GAH MONTHLY REPORT) displays three versions. Each version contains a range of agencies. The three different agency ranges are AAA-391, 431-472, and 511-999.

The LOCATE Command – Use the LOCATE command to search for a particular report version by specifying the date the report was created on the command line. For example, to get a report version that was created on April 19, 1995, you would type the following: 'L 1995-04-19 and press <ENTER>.

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Once the version of the report you want is listed on the display, you can enter one of the following commands in the Action field, and press <ENTER>.

- 1 - Display the version of the report
- 2 - Send the version of the report

Displaying RMDS Reports (Option 1)

The Display Report command, or Option 1, can be entered in three different environments: the Main Menu, the Index panel, and the Version panel. All three environments directly display the selected report for viewing.

From the Main Menu – Type ‘1’ at the command line. Type the name of the report in the Report Name field. Type the date and time of the requested report version in the Timestamp field. Press <ENTER>. If a time and date are not entered, RMDS will display the most recent version of the report.

From the Index Panel – Type ‘1’ in the Action column next to the name of the report requested and press <ENTER>. RMDS will display the most recent version of the report.

From the Version Panel – Type ‘1’ next to the version of the report requested and press <ENTER>. RMDS will display the version of the report that was requested.

The RMDS Report Header

The report header lists the current command settings in the report viewer as well as the functions available. To display the header, type ‘H L’ or ‘HEADER LONG’ in the command line. The following will display:

- CONTEXT: 5000 FIND: CAPS LINES HELD: 000 000 COLS: 000 000
- FIX/FREE: FREE DEPTH: 16 COLUMNS HELD: 000 000

The values shown in any of these fields on the long header lines can be changed, whether the header lines are displayed or not. Note in the following definitions whether you can make the change by pressing a function key, by entering information on the command line and pressing <ENTER>, or by doing either.

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Command Settings

- Context** Indicates whether your use of the “Find” (search) command will be by a single page, a specified number of pages, or the full report. The valid values for context are: Full, Page, & NNNN.
- Change context value by entering the word “context” followed by the desired value on the command line (e.g., ‘Context 5000’).
- You can specify a number of pages in the Context field by typing the number on the command line and pressing <ENTER>.
- Fix/Free** Indicates whether the viewing window is fixed at one position or not. Paging through a report, you can set a viewing window to display a selected portion of a page which is too big to display on your screen.
- Toggle from FIX to FREE by entering ‘fixfree’ on the command line.
- CAPS ASIS** Indicates whether the “Find” command will search for the specified term in all CAPS (uppercase) or ASIS (as typed) in the find string. The default value is CAPS. To change from one value to the other in this field, you must make the change on the command line:
- Type ‘CAPS’ or ‘ASIS’ and press <ENTER>.
- Depth** Refers to the number of lines which can be displayed on a terminal. RMDS automatically sets this number to the maximum which can be displayed on a terminal. If you want to browse for data that you know is in the top few lines of each page of a report, you can cut down on the time it takes to proceed from one page to the next by changing the depth value.
- To change the depth value, type ‘D(EPth)’ on the command line, followed by the number of lines you want to look at, and press <ENTER>. This number must be at least “6.”
- To restore the depth value to the maximum for your terminal, type ‘D(EPth) RES(ET)’ and press <ENTER>.
- Lines Held** Indicates the beginning and ending line numbers being held. The header “Hold” command lets you keep heading information on the screen while you scroll up or down on that page.

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The Lines Held field is initially set to the value defined for the report. A value of "000 000" means that column headings would not be held when scrolling up or down.

Columns Held

Indicates the beginning and ending column numbers being held. The column "Hold" command lets you keep columns of information on the screen while you scroll right or left on that page.

The Columns Held field is initially set to the value defined for the report. A value of "000 000" means that columns would not be held when scrolling right or left.

COLS shows the beginning and ending column number of the columns being displayed. Use the COLS field to determine the first and last non-held column number currently displayed.

Report Display Function Keys

F1	Displays help information for the display screen
F3	Exits the display screen and returns to the previous screen (main menu, index, or versions screen). Typing 'r' in the command line and pressing <F3> returns directly to the main menu.
F4	Returns to the page that was previously noted using <F6> (resume)
F5	Executes a search for the string that is specified on the command line or repeats a previous find
F6	Pages through the report one pages at a time
F7	Scrolls up (backward) through the report page
F8	Scrolls down (forward) through the report page
F10	Scrolls left
F11	Scrolls right

Paging Through a Report

One Page at a Time

Press <F6>. Or, type 'P' on the command line, and press <ENTER>.

Several Pages at a Time

Enter up to seven digits on the command line to move forward or backward a specific number of pages. For example, to scan a report by viewing every five pages: type '+5' on the command line and press <F6>. Or, type 'P' on the command line, press the space bar, type '+5' on the command line, and press <ENTER>. To move backward through a report, enter the minus symbol in place of the plus symbol.

Go Directly to a Specific Page

Type the desired page number on the command line and press <F6>. Or, type 'P,' press the space bar, enter the desired page number, and press <ENTER>.

Scrolling Function

The scrolling function enables you to see all of a page that is too wide or too long for the terminal screen to display at one time. When a report page is first displayed, the viewing area is the upper left portion of the page. To see all the information on such a page, use the function keys to move the viewing area up and down, left and right. The displaying of a specific portion of a page is referred to as viewing "windows" of a page.

F7	Scrolls up
F8	Scrolls down
F10	Scrolls left
F11	Scrolls right

Fixing the Window View

"Fix" the window in a chosen position by entering 'fixfree' on the command line and pressing the <ENTER> key while viewing that window. When pressing 'F6' (next page), or entering a page number and pressing <ENTER>, each successive page will display that particular portion of the page (window).

To "Free" the window, enter 'fixfree' on the command line and press the <ENTER> key.

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Specify Scroll Amounts

The scroll amount is the number of lines or columns that you shift the window either up/down or left/right. You can enter one of the following values in the Scroll field on the command line and use any of the scroll keys (F7, F8, F10, or F11), depending on the direction of your move:

C(SR)	Scroll to the cursor and bring that line/column to the top/bottom or left/right edge of the screen. This scroll value is usable only while displaying reports under the DISPLAY option (see Selecting Columns for Display, later in this section)
F(ULL)	Scroll an amount equal to the full length or width of the terminal screen.
H(ALF)	Scroll an amount equal to half the length or width of the terminal screen.
M(AX)	Scroll to the extreme top/bottom or left/right of the report page.
NNNN	Scroll a report page the number of lines or columns specified.

Rules for Scroll Amounts

Three rules prevail on entering these values:

- If you enter C, F, H, or a number (NNNN) in the Scroll field, the amount remains in effect as long as you are displaying the report, or until you make a change by typing a different value in the Scroll field.
- If you enter C, F, H, or a number (NNNN) on the command line, the amount is used for a single scroll operation only. The value displayed in the Scroll field stays.
- If you enter M in either the Scroll field or on the command line, it holds only for the single scroll operation. The value displayed in the Scroll field before you chose M reappears after your scroll.

Using the Ruler

To display the ruler in the Report Display view, type COLS on the command line, and press <ENTER>.

To remove the ruler, type RES(ET) on the command line, and press <ENTER>.

The “+” in the ruler line is an increment of five, and the numbers are increments of 10.

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Holding Heading Lines and Columns

Many reports contain headings at the top and/or left of each report page that identifies the detailed report information. Scrolling through the pages causes the headings to disappear. To keep the heading lines displayed while scrolling within a page, use the heading Hold commands to retain these lines on the screen.

To Set Heading Hold

For report line headings, type 'HDR x,y' on the command line, and press <ENTER>.

For report column headings, type 'COL x,y' on the command line, and press <ENTER>.

x = the beginning line or column number to be held

y = the ending line or column number

To Cancel Heading Hold

Type 'HDR 0,0' or 'HDR RES' on the command line, and press <ENTER>.

The number of lines held cannot be greater than the screen depth (Depth field) minus 2. When you use the header Hold command, the Lines Held field, in the long header area, will indicate which lines are being held. Values of '000 000' in this field indicate that there are no lines being held.

Selecting Columns for Display

You may be interested in displaying only certain columns of data in a multi-column report. Rather than move the window all around to display all the columns, you can select certain columns to be displayed. Be sure to reference the ruler when choosing columns. Each mark on the ruler equals one column.

Using the Command

To view columns 10 through 20 and 25 through 50, type the following on the command line: 'SEL 10,20 25,50.' Press <ENTER>.

To redisplay the report as it was before making a column selection, type the following on the command line: 'SEL RES' (RESTORE command). Press <ENTER>.

To alter a column SELECT command that you just entered, type 'SEL' on the command line, to have the command displayed.

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Rules for Selecting Columns

Column numbers cannot overlap. For example, the command 'SEL 4,10 8,15' is invalid because the specified columns overlap (column 8 overlaps column 10).

Column numbers must be requested in ascending order. The following command is also invalid: 'SEL 15,10 4,5.'

You can specify up to six pairs of columns. The displayed ruler helps you to define the column numbers. If you omit the last end column, the system fits as much data as it can on the line.

Left/right scrolling (<F10> and <F11>) and the COLUMN HOLD command cannot be used while the SELECT command is in effect.

Noting (Marking) Report Pages

Pages in a report can be marked, or noted, and then quickly returned to, using the function keys. Only one page can be marked at a time.

Note a Page

On the command line, type 'Note' and press the <ENTER> key. This function causes the system to remember the page location. You can then continue scanning the report.

Return to a Noted Page

On the command line, type 'Resume' and press the <ENTER> key. Unless you have issued a FIND command since "noting" a page, <F4> will return you to the noted page.

Marking Pages for Printing

While in the Report Display view, pages can be electronically marked for printing by typing 'PR(INT)' or 'FL(AG)' on the command line while the page is on display. When this print marking command is initiated, the Main Menu PRINT command is no longer necessary: Press <F3> to end the report display, and the Print Panel appears on your screen, listing the page or pages you marked for printing.

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The FIND Command

RMDS automatically remembers the page on which you issue a FIND command (unless you issue a different command). After the search is completed, type 'Resume' on the command line and press the <ENTER> key to return to the page on which the FIND was issued. Thus "noting" a page and issuing a FIND command both mark the "Return to" page.

Searching for Information

To search a report for the occurrence of a particular phrase or term, use the FIND command. To perform this operation in the Report Display view, type 'F' (for FIND), followed by the phrase or term you are searching for.

Locating a Word Using the FIND Command

To locate the word "computer," type the following on the command line: 'F COMPUTER.' Press <ENTER>.

The system locates the first occurrence of the word and places the cursor on the word. To continue the search throughout the report, press <F5>. The cursor will stop at each occurrence.

The PREV and LAST Commands

Searching through a report, to return to the most recent occurrence of a phrase or term—or move backward through the report—use the PREV command. For example, to find the previous occurrence of "PART NO.," type the following on the command line: F 'PART NO.' PREV.

Press <ENTER>. To continue searching backward, press <F5>.

To move forward to the very last occurrence in a report of "PART NO.," type the following on the command line: F 'PART NO.' LAST.

Press <ENTER>.

Editing FIND Commands

To edit the most recent FIND command entered, type 'F ?' on the command line and press <ENTER>. The command will be displayed on the command line.

FIND Command Rules

Enclose a phrase being searched for in single quotation marks. Single words do not require quotation marks.

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If the phrase or term includes an apostrophe or single quotation marks, those marks must be replaced with double quote marks in order for the FIND command to execute properly.

For example, suppose your report contains the phrase "Joe's account." To find this phrase, type the following: F 'Joe's account'.

Press <ENTER>.

Note that a pair of quotes is typed in to replace the single quote in the phrase itself.

Defining Search Areas

Using the FIND command, the search can be limited to proceed to either the end of the page or the end of the report. The search can also be programmed to be made on a specified number (block) of pages.

To define any of the following search areas, type the word "Context" followed by the desired value on the command line and press <ENTER>:

P(AGE)	Search only the current page
F(ULL)	Search the entire report
NNNN	Search the specified number of pages

To reduce search time, you can specify the beginning and ending columns of the phrase. For example, to find the phrase "PART NO. 32" beginning in columns 10 through 20, type the following: F 'PART NO. 32' 10 20.

Press <ENTER>.

Entering a value on the command line sets the CONTEXT value and holds it for this viewing session. Once you end the session, the field reverts to its default. The context value can be saved from one session to another by using Option 6 on the Main Menu.

Search for a particular phrase in all capital letters or exactly as typed in the report by typing either 'CAPS' or 'ASIS' on the command line and pressing <ENTER>.

CAPS causes the search to locate occurrences of the character string that are stored in CAPS only. ASIS causes the search to locate all occurrences exactly as they were typed in on the keyboard. Change the FIND field at any time by typing 'ASIS' or 'CAPS' on the command line.

Send Report Pages

Report pages can be sent to a printer or to a remote location.

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While viewing a report, you can mark a page that you want to send by typing 'PR' or 'FL' on the command line and pressing the <ENTER> key. When you finish viewing the report, press the <F3> key and the Primary Send panel appears.

After viewing a report in which no pages were marked or flagged for printing, you must return to the Main Menu in order to send report pages. The name of the report that you were viewing will be displayed in the Report Name field. To initiate the sending of report pages, enter a '2' in the Select Option field and press the <ENTER> key. The Primary Send panel appears.

The Primary Send panel is common to three send options. It displays the name and timestamp of the report selected for sending. There are four data fields on this common panel.

- Network Printer ID – required for Option 1 and is left blank for Option 2 and 3.
- Specify Page Ranges – Required for all three Send options.
- Header Page Information
- Select Option Field – Enter the number of the desired Send option.

Send Options

Network Print – This is the option you should use to send simplex (one side only) reports to your local printer. Enter '1' in Select Option field. Enter the ID of your local printer in the Network Printer ID field. Verify the selected page ranges and enter optional header page information. Press the <ENTER> key and the Main Menu appears displaying a message that the report has been sent to the destination printer.

Batch Print Option – This is the option you need to select to send duplex (two sided) reports, send reports to the central printer, or to request multiple copies of a report. Enter '2' in the Select Option field. Verify selected page ranges and enter any optional header page information. Press the <ENTER> key and the Batch Print Options panel appears.

- **Duplex Print** – Overkey a 'D' in the Sysout Class field. Tab to the Destination field and enter your local printer ID. Press the <ENTER> key and the Additional Print Parameters panel appears.
- **Central Printer** – Tab to the Destination field and type 'CENTRAL'. Tab to the Forms field and enter your local RMDS location code. (If you do not know your RMDS location code, contact your agency report coordinator). Press the <ENTER> key and the Additional Print Parameters panel appears.

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- **To Send Multiple Copies of a Simplex Report** – Tab to the Destination field and enter your local printer ID. Press the <ENTER> key and the Additional Print Parameters panel appears.
- **Additional Print Parameters Panel** – This panel has only one data field. In the Copies field, enter the number of copies that are needed. If additional copies are not required, insure that the Copies field is blank and Press the <ENTER> key. The Main Menu appears displaying a message that the report has been sent to the destination printer.

Batch Transfer Option (File Transfer) – This option is used to send a selected report to a remote location. Enter '3' in Select option field. Tab to Specify Report Pages and verify report pages selected for sending. Enter optional header page information as needed. Depress the ENTER key and the Batch Transfer Options panel appears.

On the Batch Transfer Options panel, select the type of transfer you wish to make. Select Option 1 to transfer a report file to a PC (ftp file server). Select Option 2 to send a report file to another MVS system. Select Option 3 to send a report file to a VM system. If you are unsure about this selection, please contact your agency report coordinator for instructions.

The selected system must have TCP/IP installed.

In order to transfer a report to the correct remote system, a user must enter a remote system name as known to the network. (e.g., the IP address of an FTP server or the host name of a mainframe system). In addition, a user must enter a user ID and password for the system to which a report is being transferred.

- **Transfer to an FTP server** – When you transfer to an FTP server, the modifiable fields are:

DIRECTORY - Specify the directory and subdirectory, (e.g., C:\RMDSRPTS)

FILENAME - Specify a filename for the report, (e.g., SAMPRPT1.REP0)

- **Transfer to an MVS system** – When you transfer to an MVS system, the modifiable fields are:

DATASET NAME - Specify a fully qualified dataset name, (e.g.,
userid.DBN210.SAMPLE.REPRT1.D960424).

- **Transfer to a VM system** – When you transfer to a VM system, the modifiable fields are:

FILENAME.FILETYPE - Specify a file name and file type for the report separating the file name from the file type with a period. (e.g., SAMPRPT1.REPORTS)

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MINIDISK - Specify the number of the minidisk on which the report is to be stored.
(e.g., 491).

When transferring reports to a remote system for viewing and printing, two important factors should be considered: security and report characteristics.

- SECURITY - An agency is responsible for report security once the data is transferred to its remote system.
- CHARACTERISTICS - Some reports, because of line length and page size, may not be suitable for printing or viewing from a PC.

Page Ranges – Specify from/to pages of a report to be printed by typing the numbers in the blank fields. The default page range is the entire report. If pages were already marked while in the Report Display view (by typing 'PR(INT)' on the command line), those page numbers appear here. A total of 12 page ranges are permitted.

Note that RMDS made inclusive page ranges out of any contiguous pages you marked. If, for instance, you marked pages 2, 3, 4, 6, and 7, the panel will show:

FROM	TO	FROM	TO
2	4	6	7

Header Page Information – The Header Page field allows up to four lines (55 characters each) of information to be entered, which will then be printed as a heading or cover page for the print. Header Page information is optional.

Press <ENTER> after verifying the correct pages for printing. The system will access the Secondary Print Panel. Go to the Secondary Print Panel section, later in this section.

The RMDS Help Function

The Help function can be activated by pressing <F1>. Help can be accessed at any time, and from anywhere within the system. The retrieved Help screen presents information about the screen being displayed when the HELP command (<F1>) was activated. It serves as an accurate source of information about functions, commands, procedures, and other important screen information.

User options are listed in the bottom left corner of each Help screen. They indicate whether there are more Help screens available for viewing. Move forward and backward through the series of Help screens using <F10> and <F11>. To exit Help, press <F3>.

For additional information, see the R★STARS Report Guide.